

Title: <b>Land Surveyor I</b>	Effective Date: October 18, 2010	Grade: XV	Job Category: Professional
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**CHARACTERISTICS OF WORK**

This position is responsible for assisting the Land Surveyor II and the Staff Surveyor in the planning and execution of land surveys required for acquiring land by fee title for the Department.

**EXAMPLES OF WORK**

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Assist in the planning and execution of land surveys; compile and analyze data.
- Assist in the preparation of scopes of work, agreements, etc., and in the review of the progress of ongoing surveys by Department crews and consultants.
- Assist in scheduling projects and coordinating the activities of the Department's land survey crews and consulting firms for performing parcel surveys and right of way monumentation.
- Assist in keeping land survey crew chiefs and consultants updated as to new requirements, techniques, etc.
- Provide support to land survey crew chiefs and consultants related to the surveying and CADD software used by the Department.
- Assist in solving problems encountered in boundary disputes, etc.
- Assist in the reviewing of plats and deeds prepared by the Right of Way Division and/or consultants.
- Assist in the training of other professional and technical field and office personnel.

**MINIMUM REQUIREMENTS**

The educational equivalent to a bachelor's degree from an accredited college or university in land surveying or related field, and possession of a current *Arkansas* license to practice professional surveying. Extensive knowledge in the use of computer systems, land surveys related data collection, and CADD. Five years experience as a Surveys Crew Chief performing land surveys in the Surveys Division or equivalent position. Statewide and overnight travel as directed by the Land Surveyor II, Staff Land Surveyor or the Division Head. Ability to train others in the land survey requirements of the State of Arkansas and the Department. Valid driver's license. Ability to effectively communicate with the public.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*